

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 23, 2013
CLOSING DATE: UNTIL FILLED

DEPARTMENT: Sheriff's Office

POSITION: Detention Officer Sergeant

LOCATION: Globe

JOB CODE: 13-095

OPEN TO GILA COUNTY DETENTION OFFICERS ONLY

PLEASE USE THE DETENTION OFFICER APPLICATION

ANNUAL SALARY: \$36,296.00-\$53,892.80 DOE

NATURE OF WORK

Assigns, schedules, supervises and reviews the work of detention officers during an assigned shift at County Jail facility in providing for care, custody and control of inmates and in carrying out the judgment of the courts.

DUTIES AND RESPONSIBILITIES:

- Supervises Detention Officers on assigned shift; prioritizes and assigns tasks and projects; disciplines, trains and evaluates Officers; counsels, coaches and instructs employees as required; assures Detention Officers are ready and prepared for duty; briefs Officers on special assignments.
- Monitors conduct of detention officers; evaluates officer safety, monitors paperwork, communicates post orders and advisories, and assures compliance with department rules, policy and procedures.
- Interviews and classifies new inmates; assesses criminal history and capabilities; assesses compatibility of each new inmate with others in the facility and assigns cells; re-classifies and re-arranges housing as required by inmate behavior.
- Supervises and schedules transportation for medical appointments, court appearances, trips to mental health facilities, and between detention facilities; coordinates and arranges transport for inmates; documents all transports; coordinates with County Attorney on transporting of inmates from out of state on warrants or transport orders from the court; maintains records, documents and statistics on individuals transported.
- Patrols facility to inspect functions and assure effective security; checks security posts.
- Reviews grievances from inmates, creates and reviews incident reports and documents inmate and officer files, recommends and monitors discipline.
- Responds to emergency and non-emergency calls; investigates incidents as required; identifies and collects evidence; completes detailed reports and required paperwork.
- Processes authorized release of individuals detained; maintains inmate property, financial and corrections records; files and distributes records to appropriate divisions within the County.
- Observes inmates for rule violations and behavioral changes; de-escalates potentially violent situations; maintains appropriate use-of-force continuum as needed for self-defense or defense of another.
- May perform the role of Booking Officer including processing and monitoring the intake of newly arrested individuals; ensures legal grounds are met for incarceration and proper paperwork is completed; monitors the behavior and well-being of new inmates.
- Updates and maintains a variety of files, records, event logs, charts and other documents; maintains appropriate records and prepares reports as required.
- May perform Detention Officer duties as needed.

WORKING ENVIRONMENT:

Work is performed in a jail environment and correctional facilities; work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work occasionally involves personal danger, and potential exposure to hazardous, uncontrollable and life threatening situations; requires physical ability to subdue hostile individuals; and must be able to work in uniform during weekdays, weekends, and holidays on any assigned shift.

Continue on back of page.....

EMPLOYMENT STANDARDS:

High School diploma or G.E.D. and three (3) year's experience in detention facility operations including experience in a lead capacity; must be a U.S. citizen and have no felony convictions; applicants must have an unrestricted Arizona driver's license upon appointment; must successfully complete a background check as well as medical, polygraph, psychological, written and oral examinations prior to being appointed; must maintain a level of physical fitness to meet Department standards. Completion of the detention officer basic course presented by the Arizona Detention Academy.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of : Sheriff's department correctional policies and procedures, rules of evidence, current correctional techniques and procedures, and criminal codes; strategy and tactics for management and deployment of personnel and equipment; principles and practices of law enforcement records management; Arizona criminal justice and court systems, procedures and protocols; laws, regulations, policies and procedures related to inmates and correctional facilities; standards and protocols for booking and releasing inmates; use-of-force rules; behavior patterns of incarcerated persons; techniques of inmate control and defensive tactics; discipline protocols, and grievance procedures; hazardous chemicals and materials, first aid and CPR; supervisory and management principles.

Ability to: Assign, supervise and evaluate the work of others; communicate with inmates, mediate difficult situations, and use effective custody and control procedures; escort prisoners to and from outside jail facilities, to and from court and other appointments; operate a personal computer and specialized software applications. care, maintain and safely operate of a variety of weapons, impact weapons, handcuffs and waist chains, special locks and keys, and chemical agents; remain alert at all times and react quickly and calmly in emergency situations.

Skills in: Effectively supervising staff and delegating tasks and authority; analyzing complex detention issues, and developing solutions; interpreting laws and regulations; effectively dealing with situations requiring diplomacy, understanding, fairness, firmness and sound judgment; writing and completing accurate reports and observations; interacting with people of different social, economic, and ethnic backgrounds.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.